

## SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM

### SEMI-ANNUAL PROGRAM REPORT

County	OHSP Contract No.
Type of Report <input type="checkbox"/> Mid Year Report                      (October 1 - March 31)                      Due April 20 <input type="checkbox"/> Year End Program Report                      (April 1 - September 30)                      Due October 20	

1. Has there been a reduction in county funded road patrol officers from the September 30, 1978 base figure during this reporting period? If yes, attach a detailed explanation. ☐ Yes  
☐ No

	Mid Year Report		Year End Report	
REPORT DATA ONLY BY INDIVIDUAL QUARTER. DO NOT TOTAL REPORT ACTIVITIES OF BOTH COUNTY AND P.A. 416 FUNDED ACTIVITIES ON THIS PAGE.	Quarter 1 Oct-Dec	Quarter 2 Jan-Mar	Quarter 3 Apr-Jun	Quarter 4 Jul-Sep
2. Number of FULL TIME equivalent, certified road patrol officers paid with P.A. 416 state funds.				
3. Number of certified road patrol officers paid with COUNTY FUNDS				
4. Number of certified road patrol officers paid from LOCAL GOVERNMENT CONTRACTS.				
5. Number of certified road patrol officers paid with OTHER funds				
6. Number of miles traveled performing road patrol by P.A. 416 funded officers.				
7. Number of miles traveled performing road patrol by county funded officers.				
8. Total number of traffic stops made by P.A. 416 funded officers.				
9. Total number of traffic stops made by county funded officers.				
10. Number of traffic related verbal warnings given by P.A. 416 funded officers.				
11. Number of traffic related verbal warnings given by county funded officers.				
12. Number of traffic related citations issued by P.A. 416 funded officers.				
13. Number of traffic related citations issued by county funded officers.				

AUTHORITY:	P.A. 416 of 1978, as amended & Executive Order 1989-4
COMPLIANCE:	Voluntary, but reimbursement will be delayed until completed.

	Mid Year Report		Year End Report	
REPORT ONLY P.A. 416 FUNDED ACTIVITIES ON THIS PAGE	Quarter 1 Oct-Dec	Quarter 2 Jan-Mar	Quarter 3 Apr-Jun	Quarter 4 Jul-Sep
14. Number of crashes investigated which occurred on trunk lines.				
15. Number of crashes investigated which occurred on secondary roads.				
16. Number of crashes investigated which occurred in villages or cities.				
17. Number of traffic related alcohol offenses resulting in OUI arrests involving alcohol.				
18. Number of traffic related alcohol offenses resulting in OUI arrests involving controlled substances.				
19. Number of traffic related alcohol offenses resulting in open container in vehicle citations.				
20. Number of traffic related alcohol offenses resulting in open container in vehicle arrests.				
21. Number of crimes investigated by P.A. 416 personnel resulting in crime reports filed.				
22. Number of crimes investigated by P.A 416 personnel resulting in criminal arrests.				
23. Number of motorist's assists.				
24. Number of law enforcement assists for your department.				
25. Number of law enforcement assists for other departments or agencies.				

I certify that the information contained in this Semi-Annual Program Report is correct to the best of my knowledge.

Prepared by:	Title	Telephone
Sheriff	Signature	Date

Mail this report to:

**Office of Highway Safety Planning  
4000 Collins Road  
P.O. Box 30633  
Lansing, Michigan 48909-8133**

## **SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM SEMI-ANNUAL PROGRAM REPORT INSTRUCTIONS**

- I.** The purpose of this report is to collect data on P.A. 416 activities during each quarter of the State's fiscal year. This data is transmitted to the Annual Report and is subject to review by the State Legislature, Auditor General, the Department of Treasury, and the Office of Highway Safety Planning. Submission of the Semi-Annual Program Report is required by the grant contract conditions. Failure to submit will result in OHSP action to withhold the release of funds to the county.
- II.** Submission. The Semi-Annual Program Report is to be completed twice during the grant period. Each report will contain data for two quarterly periods. The mid year report will cover the period October 1 through March 31 (Quarter 1 and Quarter 2) and is due in OHSP on April 20. The year end report will cover the period April 1 through September 30 (Quarter 3 and Quarter 4) and is due in OHSP on October 20.
- III.** Definitions.
1. County Funded Road Patrol Officer - a uniformed officer who responds to citizen request, makes arrests, investigates crashes and crimes, serves legal papers, patrols the county and may occasionally be assigned to jail, marine/snowmobile, dispatch, court, prisoner transport or other non-patrol related functions. Examples of who not to include are the sheriff, undersheriff, command, supervise other divisions in addition to road patrol, full-time court detail, corrections, marine detectives.
  2. P.A. 416 Funded Road Patrol Officer - a uniformed officer who patrols the secondary roads, county primary and local roads, monitors traffic violations, enforces the criminal laws of the state, violations which are observed by or brought to the attention of the Sheriff's department, investigates crashes involving motor vehicles, and provides emergency assistance to persons on or near a highway or road patrolled and monitored as required by the Act.
  3. Traffic Stop - the stopping of a vehicle for a traffic violation, including defective equipment.
  4. Trunk Lines - interstates, U.S. highways, Michigan highways.
  5. Secondary Roads - other county roads outside the boundaries of villages and cities.
- IV.** General Instructions.
1. Enter the county name, and the OHSP contract number as it appears on the contract.
  2. Check the appropriate box to identify the period covered by this report.
  3. Question 1. Check the appropriate box. If a reduction has occurred, attach a detailed explanation of the circumstances causing the reduction.
  4. Question 2 - 25. Provide the numbers requested for each question by individual quarter. Do not accumulate.
  5. Question 2 - 25. Refer to activities of both P.A. 416 funded officers and county funded officers. Questions 14 - 25, on the second page, refer only to activities funded under P.A. 416.
  6. When reporting citations and arrests report each incidence only once regardless of the number of officers involved.
- V.** Specific Instructions.
1. Questions 2. The number of secondary road patrol officers is determined by the number of officer work hours (including paid holiday, sick time and leave time hours) that were devoted to P.A. 416 activities during the quarter. One full time officer is equivalent to 520 work hours during a quarter. The number of full time officers (Question 2) is equal to the total officer hours divided by 520.
  2. Question 3. Enter the number of officers fully paid from your county fund who are on the last payroll roster of the quarter.
  3. Question 16. Report the number of traffic crashes investigated by P.A. 416 personnel which occurred in villages or cities where the P.A. 416 officer was requested to back up the police department by taking the accident report.
  4. Question 20. Include in this number those who received appearance tickets.
  5. Question 21-22. Crimes investigated includes all misdemeanors and felonies (UCR Part I and II offenses), except OUI and Open Container in Vehicle. Include appearance tickets for a misdemeanor in arrests (Question 22).